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5 November 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 5 November 1976

1. Annuitant Services: Somewhat over 5,000 letters have been sent to the CIARDS retiree population since the last report. The letters concerned (1) amendments to CIARDS, and (2) announcement of "open season" for health benefits insurance. We have already received responses (by phone and letter) in regard to the amendments.

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3. Income Replacement: The Insurance Branch reports that thus far 107 of the 130 participants in the old Income Replacement Plan wish to continue or increase their coverage under the new plan. In addition, 38 new members have been approved for coverage under the new plan.

4. Special Briefing: Senior officers of the Office of Technical Service were briefed by Position Management Officers on the Factor Evaluation System.

5. Privacy Act & FOIA: From 21 October to 3 November, we responded to 52 Privacy Act requests from DDA/IPS; there were no FOIA responses. OP had no record whatsoever on 46 of the 52 names checked.

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6. Post Differential -- [] Effective 8 October, the Department of State established a post differential of ten percent for [] (previously, no differential).

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7. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration:

[Redacted]

8. Blood Donors: Election Day did not have as adverse an effect on Blood Donor Day as might have been anticipated. Normally, about 180 units are received. Our 2 November total was 154.

9. EAA Specials: The EAA Ticket Office is currently offering a special discount on tickets for the Capitals' November 14th game with the Cleveland Cavaliers. The \$8.50 tickets are being offered by EAA for \$5.15. In the EAA Store, a large assortment of Hallmark Christmas Cards is now available at discount prices. (Delivery of the cards was delayed by the United Postal Service strike). The Store has also started its seasonal sale of Claxton fruitcake at \$1.60 per pound.

Coming Events:

[Redacted]

2. The monthly Personnel Officers' Meeting will be held on 10 November at 10:30 a.m. in the auditorium. The principal speaker will be Mr. [] of the Office of Security, who will discuss Security processing of applicants.

3. We plan to complete our review of DDA FY 1977 objectives for OP.

4. We will continue work on [REDACTED] Procedure."

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[REDACTED]

F. W. M. Janney

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Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
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OD/Pers/[REDACTED] jmm (5 Nov 76)